



TRANSFER OPPORTUNITY FOR CURRENT STATE EMPLOYEES

DEPARTMENT OF INDUSTRIAL RELATIONS - DIVISION OF WORKERS' COMPENSATION

EXECUTIVE SECRETARY II HEADQUARTERS & COURT ADMINISTRATOR'S OFFICE

Position: Executive Secretary II

Salary: \$ 3072 – 3734

Locations: 1515 Clay Street, Oakland, CA 94612
801 K Street, Sacramento, CA 95814

Duties: This position serves as the Executive Secretary II to the Administrative Director, Deputy Administrative Director and Court Administrator of the Division of Workers' Compensation (DWC). Using a wide variety of software programs, including word processing, spreadsheet software (Filemaker), and charting programs the Executive Secretary II independently or acting under general instructions, composes correspondence, screens incoming correspondence and routes as appropriate. Follows up with staff to ensure that deadlines are met, participates in staff conferences, initiates memorandums, and screens letters of inquiry from individuals and referrals from the Governor, the Legislature, and other agencies requiring knowledge of the operations of DWC.

Arrange meetings, prepare agendas, make adjustments as necessary in schedules and meeting times, manage routine office tasks, and maintain confidential and administrative files. Screen visitors and telephone calls, refer to appropriate staff members or give out information on established agency programs and policies. Perform other duties as required.

SROA and Surplus Employees will be given first consideration and are encouraged to apply.

Current State employees who are eligible for transfer or list appointment to the above class may apply by sending an application to:

Department of Industrial Relations
Division of Workers' Compensation
P.O. Box 420603
San Francisco, CA 94142-0603
Attention: Venus Smith (510) 286-7091

Applications accepted until January 12, 2006, or until position filled

Applications will be reviewed and interviews for some or all applicants may be scheduled subsequently.

CALIFORNIA STATE GOVERNMENT - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.